


## An easy way to enter the WIC ID (State WIC ID) into SIS

In order to provide proof that you have verified Adjunctive Eligibility in SIS, you must enter the WIC Participant ID (State WIC ID) into SIS. If you do not enter the actual State WIC ID, the State WIC Office cannot verify that you have checked Adjunctive Eligibility and will report a finding when you are monitored. You should not be entering random numbers.

The SIS program will accept either 10 (length of our old WIC IDs) or 8 (length of our new State WIC IDs) characters.

Here is an easy way to enter the State WIC Id into SIS (assume the person's State WIC ID is 999):

1. Enter the State WIC ID without the leading zeros, as shown below.



**Search and Inquiry System**

**Client Verification**

**Name**  
**DOB**  
**Gender**

**WIC Participant ID**

999

**Confirm** **New Search** **Logout**

2. Then put the cursor to the *LEFT* of the State WIC Id, and press down on the zero ("0") until the entire field is filled up.

# *Search and Inquiry System*

## Client Verification

Name

DOB

Gender

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### WIC Participant ID

**Confirm**

New Search

Logout

3. This will fill the field up with ten numbers, but that is ok, our monitors are willing to check for both 8- and 10-digit numbers.
4. If you do not enter a State WIC Id, you cannot claim adjunctive eligibility.